

### Treasurer – Treasury/Tax Billing

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#### Activity Overview

The Treasurer – Treasury / Tax Billing Activity is responsible for the collection, distribution, investment and disbursement of all money collected by the County, School Districts and Special Districts. The Treasury activity bills and collects real and personal property taxes for all cities, schools, the county, the state and special districts, collect miscellaneous revenues, tracks property tax receivables, balances motor vehicle revenues to states reports and system, disburses and tracks warrants issued by the county, school districts, fire districts and other special districts.

The Treasury activity has four primary functions: 1) tax billing, collection and distribution; 2) Miscellaneous revenue collection and distribution (A 101); 3) Treasury (bank) for the County and all Trust and Agency funds of the county (Schools, Fire Districts, Cities (tax collection) etc.); and, 4) Monthly reporting to all trust and agency activities.

- Protect the cash and investments of the County from theft or loss
  - Build a positive office atmosphere for staff.
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#### Recent Accomplishments

- Close Treasurers books in a timely fashion;
- Survey customers needs through the use of comment cards;
- Upgraded Software systems; and
- Successful External Audit with minimal problems identified.

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#### Activity Goals

- To find innovative ways to provide our customers the highest quality of service at the lowest possible cost;
- Maintain the highest standards of honesty, integrity and stewardship of the public trust;
- Consideration and planning for “real-time” revenue posting in Treasurer’s Office;
- Achieve “Clean” External Audit with no deficiencies (comments) found in Treasurer’s Office duties;

# GENERAL GOVERNMENT

## Treasurer – Treasury/Tax Billing

### Activity Budget

Object of Expenditure	Actual FY 2004	Budget FY 2005	Actual FY 2005	Request FY 2006	Preliminary FY 2006	Final FY 2006
Personnel	\$ 206,744	\$ 227,718	\$ 212,586	\$ 214,637	\$ 221,760	\$ 222,694
Operations	84,874	79,429	72,689	79,802	74,802	74,802
Debt Service	-	-	-	-	-	-
Capital Outlay	5,000	5,000	3,584	10,375	5,000	5,000
Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$ 296,618</b>	<b>\$ 312,147</b>	<b>\$ 288,859</b>	<b>\$ 304,814</b>	<b>\$ 301,562</b>	<b>\$ 302,496</b>

### Budget by Fund Group

General Fund	\$ 296,618	\$ 312,147	\$ 288,859	\$ 304,814	\$ 301,562	\$ 302,496
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
<b>Total</b>	<b>\$ 296,618</b>	<b>\$ 312,147</b>	<b>\$ 288,859</b>	<b>\$ 304,814</b>	<b>\$ 301,562</b>	<b>\$ 302,496</b>

### Funding Sources

Tax Revenues	\$ 16,763	\$ 17,640	\$ (38,717)	\$ 17,592	\$ 17,404	\$ 17,095
Non-Tax Revenues	263,638	277,440	325,654	272,823	269,912	268,862
Cash Reappropriated	16,218	17,067	1,922	14,400	14,246	16,539
<b>Total</b>	<b>\$ 296,618</b>	<b>\$ 312,147</b>	<b>\$ 288,859</b>	<b>\$ 304,814</b>	<b>\$ 301,562</b>	<b>\$ 302,496</b>

### Activity Personnel

#### Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Treasurer-Elected	1.00
2	Full-Time	Accountant I	2.00
1	Full-Time	Accounting Clerk III	1.00
1	Full-Time	Administrative Clerk III	1.00
Total Program FTE			5.00

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#### 2006 Budget Highlights

##### Personnel

- Slight decrease for changes in Personnel;

##### Operations

- Slight decrease for changes in operational expenses;

##### Capital

- Computers \$5,000

#### County Commission Goals/Activity Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which Treasurer/Assessor is striving to fulfill those goals.

##### Exceptional Customer Service

- Survey customer needs through use of comment cards.
- Easy access to Information.
- Close Treasurer's Books in a timely fashion.
- Participate in customer service training that is geared to the specific level and customer.
- Real time revenue posting.

##### Be a Model for Excellence in Government

- Improve public access to public records through electronic media.
- Present a "Statistical Taxation Report" by tax year and by jurisdiction.
- Define and request necessary upgrades to Web Tax module.
- Tax Bill – Revise tax bill format to respond to often requested information.
- Identify and correct problems through an internal review of statutory Treasurer Office duties.

##### Improve Communications

- Questionnaire and informational inserts placed in tax bills.

##### To be the Employer of Choice

- Create an Office Policy Manual for all employees.
- Implement Target Market for employees with department.
- Retain Current staff.

## Treasurer – Treasury/Tax Billing

## WORKLOAD INDICATORS/PERFORMANCE MEASURERS

## Workload Indicators

Indicator	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Monthly inspection of files and reports.				
2 . Review of monthly budgets.				
3 . Annual audit reports by External Auditor.				
4 . Requeste upgrades are funded and implemented.				
5 . Number of customers served.				
6 . Customer Surveys with Positive or Neutral experience				

## Performance Measures

Measure	Actual FY 2003	Actual FY 2004	Actual FY 2005	Projected FY 2006
1 . Taxes Billed	\$71,000,000		\$77,787,774	
2 . Cleared Warrants			72,000,	
3 . Investment earnings				
4 . Personal Property Bills Generated				
5 . Real Property Bills Generated				
6 . Miscellaneous Receipts Generated				
7 . Total Revenue Received				

## Commentary

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